

Online Filing FY15

Editing Entered Assets
once uploaded in a spreadsheet
or entered individually

Editing Assets

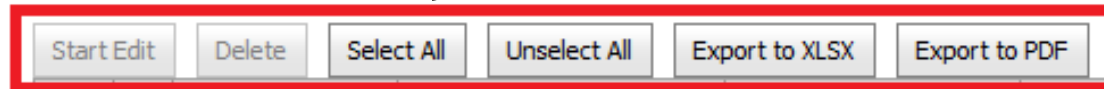
Once all of your assets have been entered, they appear as below.
Please review for accuracy and completeness, and edit if necessary.

Start Edit Delete Select All Unselect All Export to XLSX Export to PDF												
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New	<input type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	20	2010	\$35	\$700	\$0
New	<input type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0
New	<input type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	7	2010	\$55	\$385	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0
New	<input type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	\$63	\$189	\$0
New	<input type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	\$250	\$500	\$0
New	<input type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0
New	<input type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0
New	<input type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	\$500	\$500	\$0
New	<input type="checkbox"/>	0	Owned		PC for office		Apple	1	2009	\$1,500	\$1,500	\$0
New	<input type="checkbox"/>	0	Owned		Sofas		Jordan's Furn	2	2011	\$969	\$1,938	\$0
New	<input type="checkbox"/>	0	Owned		Signage		Signs R Us	1	2012	\$273	\$273	\$0
New	<input type="checkbox"/>	0	Owned		Pc for customers		Best Buy	5	2012	\$481	\$2,405	\$0
											\$17,530	\$0
Create Filter												
Back												Next

The image on this page and subsequent pages hereafter has been altered and are presented for educational purposes only.
For example, the total is incorrect.

You may edit up to fifty assets at a time:

Select All ...

[illegible]

... All buttons are active, click **Start Edit**

Start Edit		Delete	Select All	Unselect All	Export to XLSX	Export to PDF							
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only	
New	<input checked="" type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	22	2010	\$38	\$836	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	8	2010	\$49	\$392	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	\$75	\$225	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	\$250	\$500	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	\$500	\$500	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		PC for office		Apple	1	2009	\$1,500	\$1,500	\$0	

Note: when assets are selected the **Start Edit** and **Delete** buttons become available.

Edit Mode:

You may either tab through or use your mouse to edit any information .

#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
<input checked="" type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	22	2010	38.00000	836	0
<input checked="" type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	85.00000	425	0
<input checked="" type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	8	2010	49.00000	392	0
<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	175.00000	350	0
<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	225.00000	900	0
<input checked="" type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	75.00000	225	0
<input checked="" type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	250.00000	500	0
<input checked="" type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	1000.00000	1000	0
<input checked="" type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	800.00000	800	0
<input checked="" type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	500.00000	500	0

Start Edit	
#	#
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>

You can also choose one line at a time by clicking selected boxes per asset.

The **Start Edit** button has now changed to **Update**

Update	Cancel	Select All	Unselect All	Export to XLSX	Export to PDF						
#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
<input checked="" type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	22	2010	38	836	0
<input type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0
<input checked="" type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	8	2010	49	392	0
<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0
<input checked="" type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	75	225	0

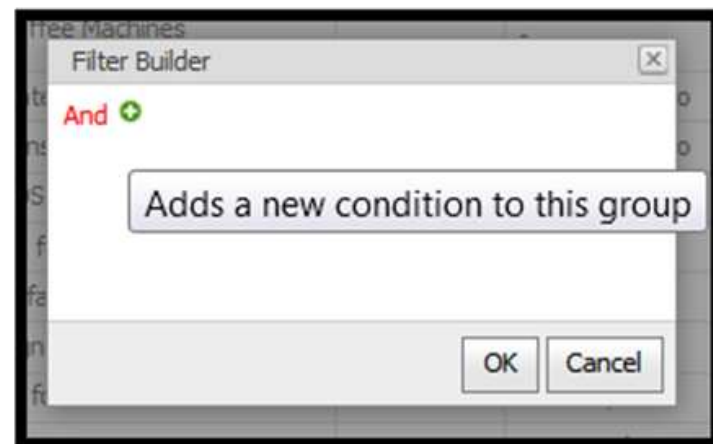
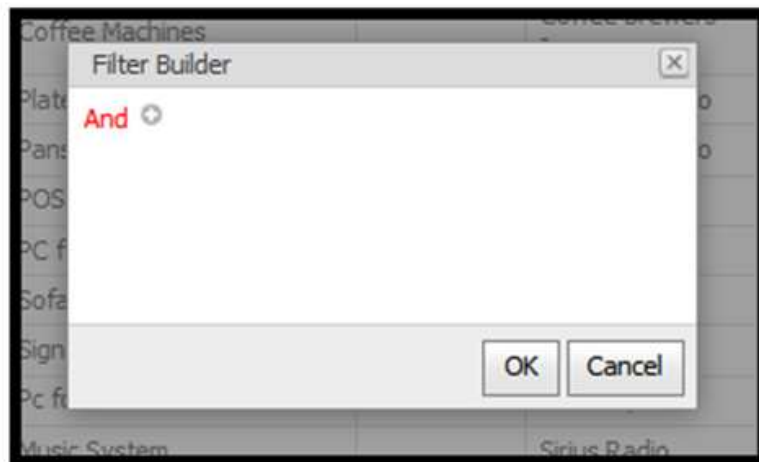
When all changes have been made, click **Update**.

Filtering Assets

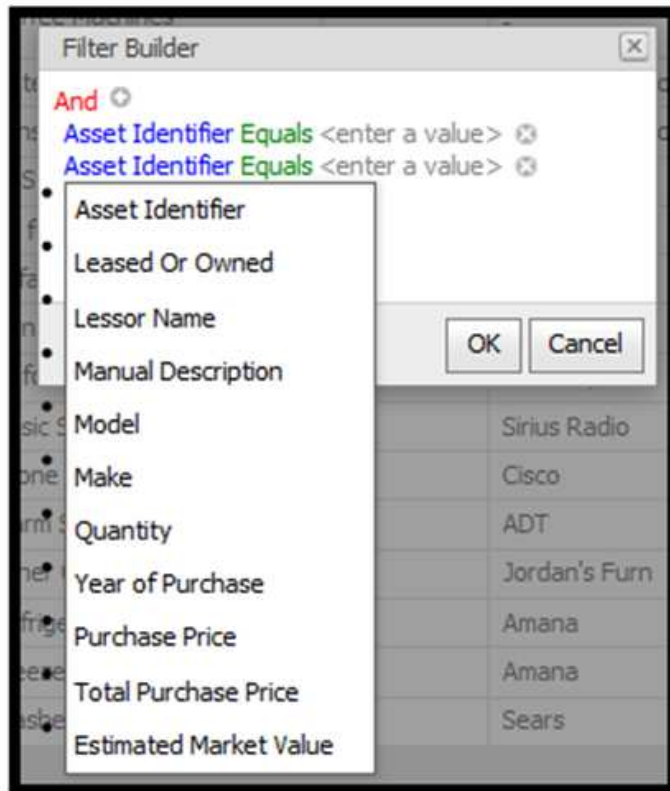
If you need to find one asset out of many, you may filter the grid area to locate the asset. Click **Create Filter**.

[illegible]

Query



Choose the column header



Enter the item of your search

